MEMO

TO: Kentucky Arts Council

FROM: *(Insert Peer Advisor Name Here)*

DATE:

RE: Peer Consultancy

This memo is to confirm that *(Insert Peer Advisor Name Here)* has agreed to provide *(Insert Client Name Here)* with a *(Insert Number of Consultancy Hours Here)* hour consultancy for the following date(s): *(Insert Begin & End Dates for Consultancy Here)* through the Kentucky Arts Council's Kentucky Peer Advisory Network Program (KPAN).

The consultancy will consist of:
(Please briefly summarize the consultancy and place here. The summary should include:)

Topic or issue to be addressed

Expectations of the Client

Prior information needed by the KPAN Advisor

KPAN Advisor's role

Client's role

Consultancy timeline

The financial terms of the agreement are as follows:

The KPAN Advisor will receive payment for services from the Kentucky Arts Council upon receipt of the KPAN Final Report. Rates are assessed at $400 per day for a six hour consultancy; and $200 per half day for a three hour consultancy, not including travel time.

The Client will be responsible for reimbursement of travel expenses and incidental costs, and reimbursement for or provision of lodging and meals.
The KPAN Advisor is to receive reimbursement at the state mileage rate as posted on the website http://finance.ky.gov/internal/travel, and a per diem rate of $30 ($7 breakfast, $8 lunch, $15 dinner). Reimbursement must be made within three weeks of the completion of the consultancy. Consultants should bill Client directly for their expenses.

The KPAN Advisor is an independent contractor and shall not be deemed an employee of the Kentucky Arts Council.

All communication between the Client and the KPAN Advisor shall be held in confidence.

The Kentucky Arts Council looks forward to a successful consultancy with the understanding that in no way are specific monetary or project results guaranteed.

A draft agenda for the consultancy is attached.

Signature: _____
                                              KPAN Advisor